



**SAINT MARK'S**  
EPISCOPAL CATHEDRAL

**Saint Mark's Cathedral**  
**January Vestry Meeting Minutes**  
Tuesday, January 22, 2019  
Council Room, Diocesan House – 6 p.m.

**Vestry Members Present**

Jim Buskirk  
Bob Chapman, Junior Warden  
Amanda Davis  
Ralph Ermoian  
Andrew Himes  
Rosemarie LeMoine  
Julia Logan  
Lynne Markova, Senior Warden  
Mary Maxon, Diocesan Member  
Michael Perera  
The Rev. Canon Marda Steedman Sanborn, Bishop's Representative  
The Very Rev. Steve Thomason, Dean  
Greg Walrath, Diocesan Member

**Vestry Members Absent**

Neshia Alaovae  
Vinh Do  
Cara Peterson, Junior Warden

**Officers Present**

John Hoerster, Chancellor  
Re Knack, Vice Chancellor  
Phil Lloyd, Treasurer

**Officers Absent**

Jenny Donner, Clerk

**Staff Members Present**

The Rev. Cristi Chapman, Curate  
Erik Donner, Executive Assistant to the Dean

**Guests Present**

Ruth McRee, Mideast Focus Ministry  
Mary Segall, Mideast Focus Ministry

**Call to Order, Prayer, Review of Agenda**

Steve called the meeting to order with opening prayer, and thanked everyone for providing the potluck dinner. He noted that Jenny Donner was not present, due to her father's passing;

Michael Perera took minutes instead. Due to Jenny's absence, Steve made a request for a minute-taker at the annual parish meeting.

### **Ministry Highlight: Mideast Focus Ministry**

Mary Segall reviewed three goals for the Mideast Focus in 2019: film series, speakers and visitors. She articulated a desire to bring the ministry's focus closer to the Middle East. Ruth McRee spoke of the decision to focus on refugees as influencing the choice of films for the series. The sixth film series put on by the ministry begins on February 1, with a reception provided by a Syrian refugee. Mary passed out brochures for the series, and a poem. Mary noted support from Liz Bartenstein and Steve. The ministry is working with the Justice Ministries Coordinating Team to put on a workshop on the theology of solidarity. Mary spoke of the need to build bridges with local interest groups. Steve thanked the group for their zeal and passion. Rosemarie and Lynne acknowledged a great deal of community interest at the cathedral's hosting of Mideast-related events.

### **Consent Agenda**

**The vestry approved the minutes of the November meeting, with no changes.**

### **Old Business**

#### **Nominating Committee Report -- Lynne**

Lynne reported eight nominees for vestry, 12 for convention delegates. She noted confidence in a very strong field of candidates.

#### **Mutual Ministry Review -- Lynne**

Lynne noted a positive and comprehensive mutual ministry review, and of Steve's performance, at the November vestry meeting.

#### **Update on Diocesan Members of the Vestry -- Steve**

Steve noted that Greg Walrath's term is ending, and the vestry expressed their gratitude to Greg for his service. Mary Maxon has one year left on her term. Micah Kurtz from St. Columba's, Kent has been approved by Bishop Rickel to be a new diocesan member for a three-year term. Ted Ederer from St. John's, Kirkland had been approved for an unexpired two-year term, but he was nominated to serve on St. John's vestry. Steve and the wardens decided against selecting another diocesan member for now.

#### **St. Nicholas Building Roof -- Steve**

Steve said that two bids had been made on the roof, both over \$1 million. Steve and John Hoerster will speak with stakeholders on the challenges of replacing the roof, and to examine different ways of resolving the issue.

#### **Stewardship Update -- Steve**

Steve noted the generosity of the Saint Mark's community; we received \$1.42 million in pledges for 2019. Over half were increases of pre-existing pledges, and there were 60 new pledges that totaled over \$100,000. Lynne noted that she had received many positive comments about last fall's pledge drive, specifically that the campaign was not unnecessarily long. Steve gave credit to a very well-functioning Stewardship Ministry.

#### **Living Stones Construction Project Update -- Steve**

Steve noted that there is now a tarp covering the front steps of the porch, to protect developing cracks from rain. An assessment is pending. Paint on the outside walls still an ongoing

challenge; no work was performed over Christmas. John noted that the dispute resolution is still ongoing.

### **New Business**

#### **Disposition of Mora Gift -- Steve**

Saint Mark's received an unexpected estate gift from Ella Mora. The Gift Acceptance Committee recommended the gift be used for general operations, per the vestry's discretion.

#### **The motion to accept the Gifts Acceptance Committee's recommendation to use the Mora gift for general operations passed unanimously.**

#### **Employee Handbook -- Steve**

Steve introduced the proposed revisions to the employee handbook. John noted that navigating the leave regulations language distinguishing Washington state, city of Seattle, and Diocese of Olympia was difficult.

Bob noted that there was a lack of clarity in the proposals that differentiated between "vacation" and "paid time off." John explained that vacation is separately accrued from paid time off, and that the confusing language should be clarified. Steve suggested that the clarification could be included as an amendment.

Amanda noted confusion regarding full-time non-exempt employees vs. full-time exempt employees. John acknowledged the need to correct the language. Amanda also noted a need to expand the language that covers childbirth/adoption.

Bob expressed gratitude for all the people who worked on the proposal. Steve mentioned John, Re, and Diana Shukis (a labor law attorney at Garvey Schubert Barer) for their work in developing/amending the policies.

#### **A motion to adopt the proposed changes to the Employee Handbook, including an amendment and a correction, was made, seconded, and passed unanimously.**

#### **Policies for the Protection of Children/Youth and Vulnerable Adults – Steve, Re**

Re noted additional circumstances regarding dealing with vulnerable people in potentially dangerous situations. She noted the appendices: identifying important roles of people in the cathedral/diocese, and people who receive universal and/or specialized training. Ralph asked if there's a 24/7 contact point in the cathedral. Re said no, but that a person has to be designated as an intake officer, and she included that contact information in Appendix C.

Rosemarie noted that there were no guidelines regarding contacting an individual at the church, vs. calling 911. Re clarified that certain people will be trained to deal with emergency situations. Marda clarified that a responder should alert both police and church authorities.

In lieu of a pre-existing social media policy for the church, Re wrote one for Appendix B. Steve discussed working with Re and the Communications Committee to develop a policy, that would then be presented to the vestry. Steve asked Marda about specialized training, but Marda said those modules were not yet created.

Per Appendix A, all vestry members are required to take Safeguarding God's Children and Safeguarding God's People trainings. All people with keys to the cathedral will have to be

similarly trained. Steve noted that the cathedral will be rekeyed (for the general safety of cathedral people and property), with a new policy regarding the administration of keys.

Bob noted the necessity of clarifying whom the vulnerable adults designate as their responsible person, in times of administration of medicine or a medical service (in particular, for controlled substance medication). Re suggests that we create a form for people without medical training, who are entrusted with the administration of medicine or a service. Bob agrees, suggesting that vulnerable adults have the right to designate their responsible person, and that documentation needs to offer appropriate protections to that person. Bob (an RN) offered to help Re develop that documentation, and Steve suggested that we could add a bullet point to know that all procedures regarding the administration of medicine or medical services to a vulnerable person follow Washington state law. Bob said this would suffice. Re suggested adding Appendix D, and including it as part of the training.

Steve thanked Re for all of her work.

**A motion to adopt the Policy for the Protection of Children & Youth and the Policy for the Protection of Vulnerable Adults, including an amendment, was made, seconded, and passed unanimously.**

#### **Memorial Bench by Labyrinth -- Steve**

The Facilities Committee recommended four concrete benches on concrete pads, to be installed around the outside of the labyrinth. One of the benches would be in memory of The Rev. Canon Mike Jackson, and the offering collected from his memorial service might fund the installation of the other benches, too.

**The motion to accept the Facilities Committee's recommendation to install four labyrinth benches passed unanimously.**

#### **Strategic Leadership Restructure -- Steve**

Steve noted the new roles assigned to the clergy and canons:

- Michael Kleinschmidt is the Canon for Cathedral Music.
- The Rev. Cristi Chapman is the Curate for Spiritual Growth and Leadership. Once her curacy ends, she will remain at Saint Mark's as the Canon for Spiritual Growth and Leadership.
- The Rev. Canon Jennifer King Daugherty is the Canon for Congregational Life.
- The Rev. Canon Nancy Ross is the Canon for Cathedral Relations.

#### **Bloedel Hall Updates -- Steve**

Thanks to the new Child Care Center space and Kelly Moody's leadership, there are more children and families in child care than we have ever had before. Thanks to Saint Mark's Habitat for Humanity crew, there is also more development in Leffler House (basement and Seattle Service Corps space), and art storage in the crypt.

Steve talked with Habitat for Humanity and the wardens about updating Bloedel Hall by enclosing the rear half of the stage to make better use of the space as a meeting room, enclosing the chairs and tables in a storage area, and updating the floor and paint. There was general enthusiasm for the idea.

### **Cathedral Shop -- Steve/Phil**

At the January 15 Finance Committee meeting, a unanimous recommendation was made to close the Cathedral Shop due to declining sales and mounting losses. Manager Gaye Scott was disappointed to hear of the recommendation, but not surprised. Similarly, Steve has communicated with stakeholders (including past shop managers), all of who were understanding of the situation if the shop was to close.

Steve opened the conversation up to the vestry. He noted changing trends of shopping (more online purchases than in the past), and the relationship between shop managers and the cathedral community. Other options were explored to keep the shop viable, but nothing was feasible. The shop is no longer a front-door hospitality ministry due to the lack of foot traffic. If the shop closes, niche religious products could be sold from the cathedral office, along with the parking permits for Gage Academy.

**The motion to accept the Finance Committee's recommendation to close the Cathedral Shop at Saint Mark's passed unanimously.**

### **Leadership Reports**

#### **Senior Warden**

Lynne recognized Steve's leadership, and was appreciative of the transparency in policy updates. Over the Christmas season, the Pageant of the Nativity was a highlight. Lynne noted her work with Cristi Chapman to expand online giving, and attending Bishop Rickel's WalkAgain. She also noted attending the Border Ministry presentation offered by Steve and Nancy Ross, as an example of living out our baptismal covenant and the commitment to action.

Lynne noted that this was her last meeting as a vestryperson; as is tradition for an outgoing senior warden, she brought gifts for all. Bob thanked Lynne for her commitment to the life of everyone at the cathedral, noting her leadership while Steve was on sabbatical. There was unanimous applause.

#### **Dean**

Steve noted the upcoming annual parish meeting on January 27. He noted that the website was temporarily offline, as the result of an error from the hosting service during the migration to the new website. Shrove Tuesday is March 5, and the vestry is invited to provide the traditional food for the Mardi Gras event. The Edwin Pratt commemorative event is on February 2, and Steve noted that this is an important event for relations with the local African American community.

Saint Mark's will have two guest preachers in the coming months: The Rev. Nancy Frausto on February 17, and The Rt. Rev. Katharine Jefferts Schori in August. Steve noted that he is serving on the committee for Earth Day 2020.

Carriage House damage: an engineer will assess the conditions.

The offering from Bishop Rickel's November 18 parish visit was much larger than usual, and was directed to the bishop's discretionary fund.

The Threshold Fund appeal in December was described as a "raging success." While the target was \$25,000, actual donations have totaled \$46,000 and counting.

**Ministry/Committee Reports** *(minutes and reports are available in Dropbox)*

**Diocesan Members of the Vestry** – Mary, Greg

Mary: Concerned that the rector of St. Luke's, Vancouver (currently on sick leave) was not properly taken care of by his parish.

Greg: St. Hilda St. Patrick, Edmonds is still looking for a vicar. The church had a good stewardship campaign for 2019.

**Worship and Music** -- Amanda, Jim

Met the previous week to debrief on the cathedral's Advent and Christmas seasons. Noted some tweaks for next year. The committee will meet on January 29 to plan Lent/Holy Week/Easter. Jim noted how much work goes into providing programming for the liturgies and the music.

**Faith Formation: Children/Youth** -- Ralph

Ralph credited Kelly Moody's outreach and hospitality for new families and babies on the rug every Sunday. Steve noted Kelly's passion and theological insight. Godly Play is growing. General agreement that the Pageant of the Nativity was spectacular, and that Rebekah Gilmore raises the bar every year.

**Faith Formation: Adult** – Bob, Neshia

Bob expressed happiness that Cristi will be staying past her curacy. Bob and Neshia will meet soon. Cristi noted that winter and spring programming for adult faith formation is on display in the nave: integrative work with families and youth, and community brainstorming. As part of the Wisdom School, there is a women's retreat in April; interest is so high that there's a waiting list. The Camp Casey retreat, with an outside facilitator, resulted in reflective work and prayerful engagement.

**Justice (Justice Ministries Coordinating Team)** -- Julia

No updates.

**Creation Care** -- Andrew

Jeff Thiel and Andrew have developed a creation care program, with a Sunday forum planned for June. Penelope Jackson and Andrew met with Bishop Rickel to discuss bringing creation care to more churches in the diocese. Bishop Rickel offered time for a creation care workshop at a diocesan meeting in May. Andrew is also working with communications folks at the diocese.

**Hospitality** -- Rosemarie

Rosemarie talked about working with the Mideast Focus Ministry to welcome more community members to the cathedral. She expressed an interest in putting some of the "Kindness is Everything" lawn signs in Bloedel Hall, perhaps as a way of reaching out to young people who like that message and would recognize it.

**Communications** – Michael, Andrew

Michael confirmed the dean's update about the website being down as of the vestry meeting. Michael said that with Liz Bartenstein's resignation as cathedral communications director, he had met with her to discuss her handover of projects, and had reached out to incoming communications director Greg Bloch to discuss his new position and collaboration.

**Stewardship** -- Ralph

Ralph echoed the stewardship update during Old Business.

**Finance** – Phil, Amanda  
No updates.

**Facilities** – Bob, Jim, Julia

There are trees on campus that are at risk of falling and need to be removed (e.g., by 10<sup>th</sup> Ave. bus stop and Skinner Auditorium).

**Cathedral Foundation** – Lynne

The foundation's annual meeting is on January 28, at which new board members will be welcomed. Regarding the planned giving initiative, Steve will be demonstrating how to ask people to consider adding Saint Mark's to their estate plans.

**Check Out and Closing Prayer**

Bob offered a closing prayer. The meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Michael Perera  
Vestry member

Erik Donner  
Executive Assistant

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**Dates/Events of Note**

January 27 – Annual Parish Meeting

February 2 – Pratt Event

February 11 – New Vestry Member Orientation

February 16 – Vestry Retreat